

# JOB SAFETY TRAINING OUTLINE



**ALERT TODAY, ALIVE TOMORROW**



**AIR FORCE RECRUITING SERVICE**



## **“SAFETY BRIEFING FOR OFFICE PERSONNEL”**

**PURPOSE:** To be used in accomplishing Safety, Fire Protection and Health On-The-Job Training IAW AFI 91-301, paragraph 7.2.4. This training is provided to newly assigned personnel and anytime there is a change in equipment, procedures, processes, or safety, fire protection, and health requirements. There is no requirement to provide this Safety, Fire Protection, and Health On-The-Job Training on an annual basis.

**REFERENCE:** AFI 91-301, Air Force Occupational and Environmental Safety, Fire Protection, and Health . (AFOSH) Program

### **SECTION I - MANDATORY ITEMS (To be briefed to all personnel):**

#### **1. Hazards of the job or tasks to be done and safety procedures to be followed:**

##### **HAZARDS OF THE JOB**

- a. Material Handling  
(bending, lifting, twisting)
- b. Slip/Trip/Fall Hazards  
Stairs:
- c. Electrical Hazards:
- d. Using Sharp Tools/Lacerations and  
Punctures:
- e. Use of Other Tools/Equipment:
- f. Repetitive Motion Hazards:

##### **SPECIFIC PRECAUTIONS/REQUIREMENTS**

Always use proper lifting techniques as learned in Manual Lifting training. Get help if you have any doubts on your ability to lift an object.

Always use handrails. Don't carry items stacked above eye level up or down stairs. Don't read while going up or down stairs.

Computer equipment and other electrically operated equipment are used in the office environment. Ensure all electrically operated equipment that was manufactured with a ground prong (3 prong) has a ground prong and that all prongs are securely attached. When plugging in and unplugging electrical equipment, grasp the base of the cord, at the plug, and firmly pull. Do not unplug by pulling on the cord. Frequently inspect cords for damage. If you feel a shock or tingling sensation when you touch a piece of equipment, turn it off at the power strip or circuit breaker (if possible) and report it to your supervisor.

You may be required to use scissors, razor blades, and paper cutter. Keep fingers away from cutting edge. Lock cutting arm when not in use. Do not store these razor with the blade exposed.

There is an assortment of tools in the office that are available for use. Ensure all tools are used for the purpose they were designed. Inspect tools prior to use. Look for cracking, chipping, dull edges, undressed tools, or any other defect that could make a tool unsafe. If you discover an unsafe tool, remove it from service immediately and dispose of it properly or give it to your supervisor.

Repetitive tasks such as typing may create physical problems in some individuals. To avoid such problems, alternate your tasks to prevent the over-exertion of a particular body part or series of parts. Your job provides you the latitude to alternate tasks without hindering mission effectiveness. Schedule your daily tasks with this in mind.

g. Office Safety: Filing Cabinets, Desks, Typewriters/Computers, etc.:

Desks, tables and many other pieces of office furniture have sharp corners which can cause injury. Use caution particularly when walking around desks. Open drawers in filing cabinets and desks, one at a time. Close them when you are finished. If you are tasked with moving office furniture, use mechanical materials handling equipment whenever possible.

h. Seasonal Hazards:

High temperatures during summer months. Drink plenty of fluids (water not soda). Be aware of symptoms of heat exhaustion: skin is clammy and moist, fatigue, giddiness, nausea, headache. If you or a coworker experience any of these symptoms the victim should rest in a cool place and drink water or an electrolyte solution. Severe cases involving victims who vomit or lose consciousness may require longer treatment under medical supervision. Heat stroke: body stops sweating, mental confusion, delirium, loss of consciousness, convulsions or coma, body temp of 106 degrees or higher, hot dry skin which may be red, mottled, or bluish. Seek medical attention for the victim immediately.

i. Bloodborne Pathogens/Medical Waste:

If you are exposed to body fluids while on the job, local the clinic.

j. Wear of jewelry; loose clothing:

During performance of normal duties wear of jewelry is not restricted. Jewelry will not be worn while on the flightline, equipment and material handling, or other physical tasks. If there is any question as to whether jewelry should be worn, remove it until you can get your supervisor's approval to wear it.

k. Vehicle Operations:  
Speed Limits:

LOCATION

SPEED LIMIT

TYPE VEHICLE

l. Chemical/Flammable Substances:  
(Also see MSDS)

<u>NAME</u>	<u>USE</u>	<u>HAZARDS</u>	<u>PRECAUTIONS/REQUIREMENTS</u>
a. Toner Cartridge powder	HP 4	Styrene-Acrylate Iron Oxide Magnetite	No hazard present unless cartridge is broken and released. Then eye and skin irritation hazard present. If powder gets in eyes or on skin, flush with water and seek medical attention. Spills, collect powder onto paper to collect it.
b. Toner Cartridge	HP II	Styrene-Acrylic  Iron Oxide Styrene Copolymer	No hazard present unless cartridge is broken. Inhalation hazard, do not breath dust. Eye and skin irritant. If powder contacts eyes or skin, flush with plenty of water and seek medical attention. Spills, avoid inhalation of dust and sweep material onto paper to collect it.

c. Multi-purpose Cleaner	Office	Propylene Glycol	May cause skin irritation. Wash with soap and water. If condition persists, contact physician. Prolonged inhalation/skin absorption/ swallowing; may cause dizziness, headaches, vomiting, and diarrhea. Eye contact; remove contact lenses, flush with water for 15 minutes. Ingestion; drink 2 glasses of water, induce vomiting, and seek medical treatment.
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## **2. Hazards of the Work Area:**

### **HAZARDS OF THE AREA**

- a. Walking/Working Surfaces:
- b. Housekeeping:
- c. Overhead Hazards/Falling Objects:
- d. Hot/Cold Substances:
- e. Heat/Cold Stress:
- f. Vehicle/Pedestrian Traffic:
- g. Areas Where PPE is Required:  
Hazardous Noise Areas, Eye Protection Areas, etc.
- h. Confined Spaces:
- i. Designated Smoking Areas:

### **SPECIFIC PRECAUTIONS/REQUIREMENTS**

Water leaks around the doors during periods of heavy rainfall. This often causes the tile just inside the building doors to become wet. Use extreme caution exiting the building. The wet tiles cause your boots to be slippery when you step onto the floor immediately inside the building. Be careful of the wet floor signs the custodians often post in this area as well.

Ensure your work area is kept neat and clean. Vehicle cleaning tasks (washing, and general cleaning) are required. Be careful not to get soap, or general purpose cleaner in eyes. Eye protection is not required.

Supplies are kept in supply room. Store lighter items on top shelves. Use caution when removing items from the top shelf.

IF a microwave is available for use, in the office remember it is powerful and may heat items more rapidly than you are accustomed to. Use caution when removing items from the microwave.

Take frequent breaks and drink plenty of fluids (preferably water, not soda) when participating in extended activities in high temperatures and/or humidity. You may be suffering from heat stroke or exhaustion if you have any or all of these symptoms: dizziness, nausea, headache, mental confusion, you stop sweating or your skin is clammy or moist. If you have these or have any other abnormal indication, go indoors, rest, and seek assistance if necessary.

As a pedestrian, use caution when crossing a roadway. Ensure you allow vehicle traffic adequate time to stop before entering into their path. As a vehicle operator, yield to pedestrian traffic. Pedestrians have the right-of-way

Use hearing protection when on the flightline and in any other hazardous area when equipment is operating.

You are not authorized access into any confined spaces.

There is no smoking allowed in the building. A designated smoking area can be found on the northeast side of the building.

j. Other:

During periods of heavy rainfall, many roadways may flood. Be aware of low water crossings and do not attempt to cross them. Avoid crossing any roadway where water has covered it. The water depth and current speed is deceiving.



### **3. OSH Standards and Air Force Guidance That Applies to Job and Work Place:**

#### **PUBLICATIONS :**

a. AFD 91-2, Safety Programs and AFD 91-3, Occupational Safety and Health.

#### **LOCATION**

Office Pubs library & Internet

b. AFIs: 91-201, Explosives Safety Standards; 91-202, The US Air Force Mishap Prevention Program; 91-204, Investigating and Reporting US Air Force Mishaps; 91-207, The US Air Force Traffic Safety Program; 91-301, Air Force Occupational and Environmental

Office Pubs library & Internet

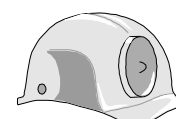
c. AFOSH Standards: 48-137, Respiratory Protection Program; 48-8, Controlling Exposures to Hazardous Materials; 48-19, Hazardous Noise Program; *91-1, Billeting Operations*; 91-2, Vehicle-Mounted Elevated and Rotating Work Platforms, Manually-Propelled and Self-Propelled Mobile Work Platforms and Scaffolds; 91-5, Welding, Cutting, and Brazing; 91-25, Confined Spaces; 91-38, Hydrocarbon Fuels, General; 91-50, Communications Cable, Antenna and Communications-Electronic (C-E) Systems; 91-8, Medical Facilities; 91-10, Civil Engineering; 91-12, Machinery; 91-17, Interior Spray Finishing; 91-20, Vehicle Maintenance Shops; *91-22, Walking Surfaces, Guarding Floor and Wall Openings and Holes, Fixed Industrial Stairs, Portable & Fixed Ladders*; *91-31, Personal Protective Equipment*; 91-32, Emergency Shower and Eyewash Units; 91-43, Flammable & Combustible Liquids; 91-44, Safety Color Coding, Labeling, & Marking for Piping Systems; 91-45, Hazardous Energy Control & Mishap Prevention Signs & Tags; *91-46, Materials Handling & Storage Equipment*; 91-54, Agricultural Tractors & Implements; *91-56, Fire Protection & Prevention*; 91-64, Data Processing Facilities; *91-66, General Industrial operations*; 91-67, Liquid Nitrogen & Oxygen Safety; 91-68, Chemical Safety; 91-90, Precision Measurement Equipment Laboratory (PMEL); 91-100, Aircraft Flight Line-Ground Operations & Activities; 91-110, NDI & Oil Analysis Program; 91-118, Training System Fire Protection; 91-300, Food Service Operations; 161-2, Industrial Ventilation; 48-8, Controlling Exposure to Hazardous Materials; 48-9, Exposure to Radio Frequency Radiation; 161-10, Health Hazards Control for Laser Radiation; 161-17, Standardized Occupational Health Program; 48-19, Hazardous Noise Program; *161-21, Hazard Communication*

You should be familiar with all italicized Stds. They are located in the office Pubs library & on the Internet

d. Organizational OI's:

Office Pubs library

### **4. Personal Protective Equipment Needed and How, When, and Where to Use it:**



#### **EQUIPMENT**

a. Arm/Hand Protection:

#### **HOW/WHERE/ WHEN TO USE/CARE FOR & INSPECT**

General use requirements for gloves: Gloves should be long enough so there is no gap between glove and coat of shirt. Gloves should not be worn around

moving machinery that could catch the glove and pull the worker's hand into the danger area.

Workman's gloves

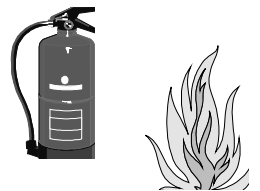
Used to protect the hands when handling sharp or jagged objects, wood, or similar hazard-producing materials, tent erection/breakdown or carrying and handling equipment. Dispose of when torn or worn to a degree where protection is no longer provided. Store in a clean, dry location away for exposure to the elements.

b. Eye Protection:

No eye protection is issued to you. If you are ever in an area where eye protection is required, you will be issued visitor eye protection by the supervisor of the shop/location you are visiting. You are responsible for inspecting eye protection before and after use and for cleaning it after use.

Goggles

Goggles protect the eyes, eye sockets, and the facial area immediately adjacent to and surrounding the eyes from impact or dust. Lenses will be cleaned daily. Goggles with pitted or scratched lenses will be removed from service. Goggles with headbands that are slack, worn out, sweat-soaked, knotted, or twisted shall be replaced. The surface of the goggles should be thoroughly cleaned with soap and warm water. All traces of soap will be rinsed away. The goggles will be completely immersed for 10 minutes in a disinfectant solution intended and marketed for that purpose. The goggles will be removed from the solution and hung in a clean place for air drying at room temperature or with heated air. The goggles will not be rinsed after it is removed from the disinfectant.



## **5. Location and Use of Emergency and Fire Protection Equipment:**

### **EMERGENCY/FIRE EQUIPMENT**

### **LOCATION AND USE**

a. Emergency Power Cutoffs:  
(Circuit Breaker Panels)

b. Fire Alarm Pull Boxes:

c. Bomb Threat Checklist:

d. Fire Extinguishers:

Classes  
of Fires:

Class A:	Burning trash, textiles, wood, paper, etc.
Class B:	Burning liquids -- gasoline, jet fuel, MEK, etc.
Class C:	Burning electrical equipment.
Class D:	Burning metals -- magnesium.

Most Common Types of Agents Used in Extinguishers: Pressurized Water, CO<sup>2</sup>, and Dry Chemical

<u>LOCATION</u>	<u>TYPE</u>	<u>USE ON CLASS</u>	<u>OPERATION</u>
Center of Building	Dry	A, B, & C	1. Hold upright & pull ring pin
Basement Floor,			2. Start back 10 feet & aim at base of flame
Other Side of Elevator			3. Squeeze lever & sweep side to side

## **6. Emergency Procedures:**

## PROCEDURE

- a. Fire:
  - Small/Contained -
  - Large/Not Contained -

## HOW AND WHEN TO USE

Notify Base/Local Fire Dept. You may attempt to fight these fires if you are properly trained and have the proper equipment (extinguisher).

Evacuate the area and notify the Base/Local Fire Department at 911.

- b. Evacuation Procedures:

Upon notification to evacuate the area/building do so immediately. Secure any mishap investigation evidence that is not secured (bring it with you if you have to ). Do not lock the office doors, use the telephone, or operate any electronic equipment until you have arrived at the office assembly area.

- c. Bomb Threat Procedures:

- d. Procedures for Handling Mishaps and Accident Scenes:

First priority is to protect personnel from further injury and property from further damage. After this has been accomplished follow guidance in AFI 91-204.

- e. Assembly Areas:

- f. Hazardous Materials Spill:

Notify Environmental Management. If materials are available and you are trained to clean up the spill, begin containment/clean-up after notifying EM.

## **7. Reporting Unsafe Equipment, Conditions, or Procedures:**

It is the individual's responsibility to report any unsafe equipment, condition, or procedure to the supervisor!

### WHAT TO REPORT

- a. Equipment:
  - Use of Danger Tags

### WHO TO REPORT TO/INTERIM CORRECTIONS

All unserviceable equipment shall be tagged with a DD Form 1577 and removed from service. If the item can not be located where it will not present a safety hazard the item will be tagged with an AF Form 979, Danger Tag.

\*If imminent danger to life or health:

Evacuate the area and notify your supervisor immediately

- b. Conditions or Procedures:

If you discover a condition or procedure that poses a safety hazard to yourself or others, notify the supervisor of the area immediately. If you can not find the supervisor, notify the next person in their chain of command until someone is notified. There are also several means to identify safety hazards and suggest corrective actions such as AFTO Form 22 and AF Form 1000 programs. If you are interested in any of these programs, contact your supervisor for guidance.

- c. Applicable Guidance on Reporting Unsafe Equipment or Conditions:

Contact the area supervisor. Always try to resolve problems at the lowest possible level. If you are not satisfied with the supervisor's action see AFI 91-202 for guidance on programs to report unsafe equipment and conditions.

## **8. Location, Submitting Procedures, and Purpose of AF Forms 457, USAF Hazard Report:**

### HAZARD REPORT TOPIC

- a. AF Form 457 Title:

### PERTINENT ACTION

USAF Hazard Report

b. AF Form 457 Purpose

The hazard report is used to identify unsafe procedures, practices, or conditions. A hazard report may be submitted on any event or condition that affects flight, ground, weapons, or space safety.

c. Reporting Procedures

Always report the hazard to the responsible supervisor or local agency. If the hazard is eliminated on the spot, no further action is necessary unless it applies to other operations or to other units or agencies. If the hazard presents imminent danger, the supervisor or individual responsible for that area must take IMMEDIATE action to correct the situation or apply interim control measures. Report hazards that can't be corrected immediately to the AFRS Safety Office (AFRS/SE). This may be done with an AF Form 457, by telephone (DSN 487-5339). Upon receipt of an AF Form 457, the safety office will investigate the hazard report, to determine its validity. If it is determined that the hazard report is valid, the investigator will assign a RAC (Risk Assessment Code) and a control number to the hazard report, and will monitor corrective actions until the hazard is corrected. A hazard report may be submitted anonymously.

d. Location of Blank AF Forms 457

Located on the safety bulletin board or see Secretary.

## **9. Mishap Reporting Procedures:**

### **MISHAP REPORTING**

a. Individual

### **PURPOSE/RESPONSIBILITIES**

You are required to report **ALL** mishaps (injury and property damage) to your supervisor immediately. If your supervisor is not available report the mishap to the next available person in your chain of command.

b. Supervisor

Your supervisor will report ALL mishaps as required by Air Force Instruction, Department of Labor guidelines, and local policies and procedures.

c. Ambulance

Telephone 911

d. Forms

You are required to complete an AETC Form 435 anytime you receive medical treatment. Civilians should also ensure a U.S. Department of Labor Form CA-1 is completed.

e. Civilian Personnel

Civilian personnel compensation benefits are handled by CPO.

## **10. Emergency Telephone Numbers:**

### **EMERGENCY CONDITION:**

a. Fire:

### **NUMBER**

911

b. Hazardous Material Spill:

911

c. Ambulance:

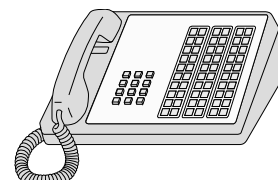
911

d. Security Police:

Emergency -

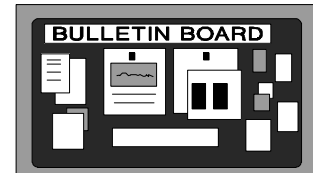
911

Crime Stop -





- e. Unit Safety:
- f. Wing Command Post:
- g. Bio-environmental Engineering:
- h. Military Public Health:



#### **11. Location and Required Review of Appropriate Safety Bulletin Boards:**

##### **BULLETIN BOARD**

a. Location:

##### **PERTINENT INFORMATION**

Your safety bulletin board is located:

b. Purpose:

To ensure pertinent and required information is readily available for all personnel to review.

c. AFVA 91-307

Outlines the Air Force Occupational Safety & Health Program, and contains phone number and location of your safety, fire, and health offices.

e. CA-10

What a Federal Employee Should do When Injured at Work

#### **12. Location of Medical Facilities and Procedures for Obtaining Treatment:**

a. Medical Facility

During normal duty hours on weekdays, personnel are to report local Clinic, for assessment and treatment of injuries suffered while on-the-job. Civilian employees may elect to receive treatment from their personal physician.

#### **13. Requirements for Documentation and Notification of Injury or Illness:**

a. Forms

You are required to complete an AF Form 435 anytime you are involved in a mishap.. This form is available at the Reid Clinic or from your supervisor.  
\*Civilians must also ensure a U.S. Department of Labor Form CA-1 is completed.

b. Civilian Personnel

Civilian personnel compensation benefits are handled by CPO.

#### **14. Purpose and function of AF Form 1118:**

## NOTICE OF HAZARD

### a. AF Form 1118

## PURPOSE/REQUIRED ACTIONS

Title: Notice of Hazard

Authority: AFI 91-301, paragraph 17

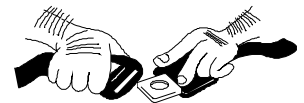
Description: 8" X 10" red bordered form (Show sample)

Purpose: To alert employees of a hazardous condition, any interim control measures in effect, and permanent corrective actions underway or programmed.

Required Actions: The posting of an AF Form 1118 is only mandatory for hazards that have been assigned a RAC 1, 2, or 3. The AF Form 1118 will be issued to the supervisor by the office assigning the RAC (safety, fire protection, or bio-environmental engineering) The workplace supervisor posts the AF Form 1118 as near as possible to the hazard. In areas where this is not practical, the AF Form 1118 will be posted in a prominent location where it can be seen by all affected employees. The AF Form 1118 will remain posted until the hazardous condition is abated, or for 3 days, whichever is greater.

## **15. Individual Responsibilities for Insuring Their Own Safety:**

- a. Comply with OSH guidance.
- b. Promptly report safety, fire, and health hazards and deficiencies.
- c. Promptly report injuries and illnesses to the supervisor.
- d. Comply with PPE requirements that apply to the work situation, including its use, inspection, and care.
- e. Give due consideration to personal safety and the safety of fellow workers while doing assigned tasks.



## **16. Required Use of Seatbelts:**

### ON BASE

- a. Authority: AFI 91-207
- b. Policy: All people in a moving motor vehicle must use available installed restraint devices.
- c. Child Safety Seats: All children under age 4, or weighing less than 50 pounds, must be in a DOT approved infant or child restraint device.
- d. Vehicles of model years 1965 and newer must have installed occupant restraints. Exception: Commanders may exempt vehicles registered with a state or nation as a classic.

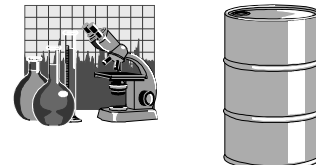
### OFF BASE

Military personnel and DAF civilians on official duty, operating a vehicle off any Air Force installation must use installed occupant restraints.

## **17. Personal Rights:**

### HAVE THE OPPORTUNITY TO:

- a. Take part in the AFOSH program without fear of coercion, discrimination, or reprisal.
- b. Request inspections of unsafe or unhealthful working conditions or report those conditions to the supervisor, safety manager, fire protection specialist, or BEE (Bio-environmental engineer), including OSHA officials.
- c. Have access to applicable OSHA and AFOSH standards, installation injury & illness statistics, safety, fire protection, and health program procedures, and their own exposure and medical records.
- d. Decline to perform an assigned task because of reasonable belief that the task poses an imminent risk of death or serious bodily harm. The person and local management may request an assessment by installation safety, fire protection, or health professionals before proceeding.
- e. Use official on-duty time to take part in AFOSH program activities.



### **18. Air Force Hazard Communication Program (AFHCP) Requirements:**

Supervisors and employees who handle, use, or are potentially exposed to hazardous materials in the course of official Air Force duties are to be provided information and training on the AFHCP and the specific hazards in their work area. This training will be conducted upon initial work area assignment and whenever a new hazard is introduced into their work area IAW AFOSH STD 161-21.



### **19. Occupational Exams Required:**

WORK AREAS:

FREQUENCY

TYPE EXAM:

SPECIAL REQUIREMENTS:

### **20. Confined Space Requirements:**

Not authorized access to confined spaces



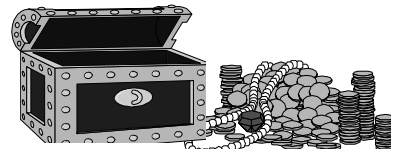
### **21. Manual Lifting Guidance**

Strains, sprains, hernias, fractures, and bruises are the common injuries associated with manual materials handling. Lifting, carrying, dropping, and lowering are the common physical acts responsible for these injuries. Sprains account for approximately 30% of the lost time injuries in the Air Force. Many of the strains are the direct result of improper lifting techniques, lifting with no assistance, or failure to use required and available material handling equipment.

**Training.** The training program should be developed and presented by the supervisor and be designed to provide the worker a general awareness of ergonomic principles including:

- a. Procedures for performing routine or high-risk manual handling activities;
- b. The importance of seeking ways to improve the methods used in accomplishing the work and eliminate manual material handling hazards; and
- c. An understanding of the stresses involved during manual handling which cause injuries.

This training should include both verbal and written materials that explain how to do the task correctly with practice and proper motions. Supervisors must train personnel who are required to regularly perform manual lifting. Information to assist the supervisor in establishing a program is located in AFOSH STD 91-46 and additional materials may also be found in the National Safety Council (NSC) *Accident Prevention Manual for Industrial Operations, Engineering, and Technology*. When necessary, the supervisor may contact the installation ground safety staff for assistance in developing the program & to review the NSC publication.



## **22. Jewelry Safety:**

Personnel, who may be exposed to machinery, required to on- and off-load trucks, or work on elevated surfaces must be briefed on the hazards of wearing rings and jewelry. Reference AFOSH STD 91-66.

**NOTE:** It is not possible to list all situations or tasks where the wearing of rings have a high potential for injury. Supervisors should conduct a job safety analysis to identify tasks where the wearing of finger rings should be restricted. Once tasks are identified, the supervisor will include this information as part of the initial employee safety briefing required by AFI 91-301.



### 23. Principles of Risk Management:

Operational Risk Management (ORM) is a logic-based, common sense approach to making calculated decisions on human, materiel, and environmental factors before, during, and after Air Force operations. It enables commanders, functional managers, and supervisors to maximize operational capabilities while minimizing risks by applying a simple, systematic process appropriate for all personnel and Air Force functions. It will enhance mission effectiveness at all levels, while preserving assets and safeguarding health and welfare. The following are the fundamental principles of the ORM Program.

Operational Risk Management (ORM):

- a. Is a comprehensive system for improving individual and unit performance.
- b. Is tailored to the mission needs and operational requirements of implementing MAJCOMs (including ANG & AFRES), DRUs and FOAs.
- c. Provides training and tools to develop and enhance proactive attitudes and understand at-risk behaviors and activities related to the mission, safety, training, and off-duty pursuits.
- d. Is a continuous, sequential methodology consisting of a basic number of steps that define a process. The number of steps may vary relative to mission requirements (five, six, etc.). Individuals, risk assessment teams, and safety people identify hazards through the ORM process.

The following steps define the Operational Risk Management (ORM) Process:



- (1). **Identify the Hazard.** Hazard can be defined as any real or potential condition that can cause injury, illness, or death to personnel, or damage to or loss of equipment or property. The dimensions of a hazard are not confined, nor do they have limits.



- (2). **Assess the Risk.** Risk is the probability and severity of loss linked to the hazard. Assessment is the detection of hazards and the application of measurement to the level of risk they represent. The assessment step in the process quantifies probability, severity, and cost.



- (3). **Analyze Risk Control Measures.** Investigate specific strategies and tools that reduce or eliminate risk.



- (4). **Make Control Decisions.** Decision makers deal with risk by accepting, avoiding, reducing, or transferring it. This requires the expenditure of assets: money, time, procedures, regulations, training, materials, facilities, manpower, or policy.



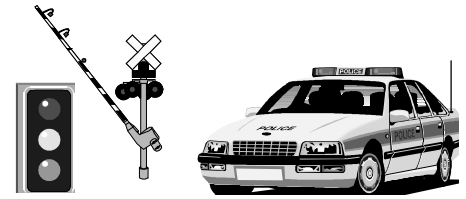
- (5). **Risk Control Implementation.** Once control strategies have been analyzed, an implementation strategy needs to be developed and then applied by management and the work force.



- (6). **Supervise and Review.** ORM is a process that continues throughout the life cycle of the system, mission or activity. Once controls are in place, then the process must be scrutinized to determine the effectiveness.

e. Requires the active participation of all USAF personnel at all levels of command, both on- and off-duty.

f. Requires periodic review of mission performance to measure risk control effectiveness.



## 24. Potential Hazards Associated with the Surrounding Local Area:

If duties require off-base travel, the following hazards must be briefed on:

- |                      |   |
|----------------------|---|
| a. Road Conditions:  | Highway Layouts<br>During/After Rainstorms/Potholes<br>Construction                                       |
| b. Traffic Flows:    | Peak Flows<br>Schools Zones<br>Problem Areas in San Antonio/Entering & Leaving Freeways                   |
| c. Crime:            | Car Jacking<br>Park & Rides/ATMs<br>Accidents/Courtesy  |
| d. Local Laws:       | Speed Limits<br>Seat Belts/Child Restraints<br>License/ Insurance/ Inspections<br>Alcohol/Implied Consent |
| e. Weather Problems: | Rain/Flooding<br>Heat<br>Black Ice  |
| f. Other:            | Motorcycles<br>Bicycles<br>Jogging  |

### DOCUMENTATION OF SUPERVISOR'S REVIEW/UPDATE

IAW AFI 91-301 Lesson Plans for Safety, Fire Protection, and Health On-The-Job Training will be reviewed annually and updated whenever equipment, procedures, or the work environment change.

<u>NAME/GRADE/TITLE</u>	<u>SIGNATURE</u>	<u>DATE</u>	<u>REASON FOR REVIEW</u>